

## Viewing a List of Your Filings

- From the eFile menu option, select **My Filings**, or click **My Filings** on the home page.



- Enter the date or date range of the filing in the **search fields**.
- To narrow your search results further, enter information in the **Filing ID**, **Court Case Number**, **Client Number** or **Status** field.
- Click **Go**.



- To check the status of your filings, click the blue link in the **Status** column.

**Note!** The Status may take a few minutes to update. Click the **Go** button to refresh the page and see the most recent status of the submission.

My Filings Between 11/12/2010 and 11/16/10						
Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
7434		SCSC126208	Black Hawk	11-12-2010 07:34:10 AM	RESTITUTION REPORT	<a href="#">Filed</a>
7644		CVCY045083	Story	11-10-2010 02:50:21 PM	PETITION	<a href="#">Filed</a>
7643		CNCM01593	Story	11-10-2010 02:47:14 PM	PETITION	<a href="#">Filed</a>
7642		AGCR042086	Story	11-10-2010 02:41:57 PM	TRAFFIC TICKET FILING	<a href="#">Filed</a>
7633			Story	11-09-2010 07:20:55 PM	PETITION FOR INTERVENTION	<a href="#">Awaiting Approval</a>
7632		SCSC126139	Black Hawk	11-09-2010 06:53:46 PM	APPLICATION TO CONDEMN	<a href="#">Awaiting Approval</a>
7535			Story	11-09-2010 06:44:32 PM	PETITION	<a href="#">Awaiting Approval</a>
7631		PECR153398	Black Hawk	11-09-2010 06:16:31 PM	CRIMINAL COMPLAINT	<a href="#">Filed</a>
7622		ESNR056823	Black Hawk	11-09-2010 11:53:47 AM	APPLICATION TO CONDEMN	<a href="#">Filed</a>

## Status Definitions

<i>Package Pending</i>	Documents and data are being prepared in an electronic package to be sent to the Court's Electronic Document Management (EDMS) System.
<i>Packaged</i>	The submission is prepared and sent to EDMS.
<i>Received</i>	Documents and data have been received by EDMS and the filing time has been recorded.
<i>Awaiting Approval</i>	The submission is available to the clerk of court but the clerk has not yet reviewed and approved the filing.
<i>Filed</i>	If the submission includes a proposed document, that document is available to the judge. <b>Note!</b> For proposed orders, <i>Filed</i> does not mean that the order has been accepted. A status of <i>Filed</i> means only that the court has received and recorded the filing. The judge still must take action on it.
<i>Accepted</i>	The clerk has approved the submission, and it is being processed (either returned not filed or file stamped and docketed).
<i>Return Not Filed</i>	The clerk has found a problem that will prevent the submission from being processed and has therefore returned the submission to the filer with an explanation.  Click the <b>Resubmit</b> button from the My Filings page to create a new submission based on the previous submission. The new submission will include links to the documents from the returned submission.
<i>Resubmitted</i>	The filing has been resubmitted.

**Note!** Whenever a civil or small claims case (not subject to Certified Mail Service) has been filed, the Original Notice is signed and returned by the clerk so this document can be served on the defendants established on the case.

**Note!** For small claims, the system will generate an Answer and Appearance document which must be served with the Original Notice.

## Accessing Original Notice and Answer and Appearance Documents

1. From the eFile menu option, select **My Filings**, or click **My Filings** on the home page.



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2. Enter the **date or date range** of the filing of the Original Notice.
3. Enter **additional fields** as necessary.
4. Click **Go**.



5. Click the **Original Notice** or **Answer and Appearance** (for small claims only) to view the document(s).

**My Filings Between 04/19/2011 and Today**

Delete

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
9513		SCSC126312	Black Hawk	04-19-2011:08:22:03 PM	SMALL CLAIMS ORIGINAL NOTICE	Filed
					NEW SMALL CLAIMS ORIGINAL NOTICE	
					NEW SMALL CLAIMS APPEARANCE AND ANSWER FORM	

**Note!** The status may take a few minutes to update. Refresh the page to see updates.

6. **Print** the documents.

**Important Note!** Be sure the status is 'Filed' before the documents are printed and taken to the sheriff or process server. Filed means a file stamp and case number have been added to your documents.

**Note!** It is the Filer's responsibility to serve the other party of this court matter.

**Note!** If you are filing a Forcible Entry and Detainer, the date of your hearing will be on the last page of the filed Original Notice, returned to you in the My Filings page of your EDMS account.

**Note!** The receipts stay on the eFiling system for 90 days. It is best practice to save the documents to an accessible location in the future.



# My Filings Reference Guide

## Accessing Additional Information about Your Filings

To view or download your filing Receipt, a file stamped version of a document you have filed, or the form data for your filing (in .xml format), in the My Filings page, click on the blue [Filed](#) link in the status column to open the Filing Status window.



My Filings

### My Filings

Amy Swanson Filings

Report Criteria:

View Filings Between: 03/01/2016 AND [Clear Dates](#)

Filing ID:  Court Case #:  Client #:  Status:

[Go](#)

My Filings Between 03/01/2016 and Today

[Delete](#)

<input type="checkbox"/>	Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
<input type="checkbox"/>	63702	DIS123	FECR182650	Black Hawk	06-15-2016:02:22:39 PM	CITATION	<a href="#">Filed</a>
<input type="checkbox"/>	63696		CVCV119520	Black Hawk	06-10-2016:10:51:26 AM	PETITION	<a href="#">Filed</a>
<input type="checkbox"/>	63695		LACV118804	Black Hawk	06-10-2016:08:52:47 AM	ADD PARTIES	<a href="#">Filed</a>

Number of Filings: 3

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The Filing Status window displays details about the date and time of filing, including the **Clerk Tracking ID**, which you would use when asking for information about your filing.

## Filing Status

Status: Filed 06-15-2016:02:24:19 PM  
Filing ID: 63702  
Clerk Tracking ID: 69660  
Submitted By: Swanson, Amy  
Date Submitted: 06-15-2016:02:22:39 PM  
Official File Stamp: 06-15-2016:02:22:39 PM  
Case Title: STATE VS. DIAMOND, JAMIE  
Court Case #: FECR182650  
Case Sub Type: FELONY - BURGLARY  
Court Location: Black Hawk

Note: This filing will be removed from eFlex on 09-13-2016

Document Name	View Document
Main Document	<a href="#">receipt.html</a>
CITATION	<a href="#">Test form_filled in.pdf</a>

Response:

[View Printable Receipt](#)

Response	
Description:	Receipt
Author:	System Administrator
Return addresses:	Email: csigler@tybera.com Filing: http://edmstest/runit
Document Name	View Document
Main Document	<a href="#">receipt.html</a>
CITATION	<a href="#">Test form_filled in.pdf</a>
Form	<a href="#">form.xml</a>

[Back](#)

To download a document, under **Response** at the bottom of the page, click the blue link for the desired document.

**Note!** The receipts, document links, and filing status details stay on the eFiling system for 90 days. It is best practice to save the documents to an accessible location for future reference.

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.